



**Colorado  
NONPROFIT  
Association**

**Position Guide**

**CEO**

<https://coloradononprofits.org/>



**POSITION:** Chief Executive Officer

**REPORTS TO:** Board of Directors

**LOCATION:** Denver, Colorado

**Vision:** Colorado has the nation’s most effective, vibrant and innovative nonprofit community that is essential to the quality of life in our state.

**Mission:** Colorado Nonprofit Association leads, serves and strengthens Colorado's nonprofit community to improve the quality of life throughout our state.

**Introduction**

Colorado Nonprofit Association (the Association) was established in 1986 by a group of nonprofit leaders, to serve as the voice of the nonprofit community and to encourage information exchange among nonprofits. Over the last 35 years, the Association’s role has evolved as the needs of the dynamic nonprofit sector changed.



Today, CNA cultivates and connects a community of more than 1,350 nonprofits, 350 individuals and students, and 129 businesses. The membership represents organizations of all sizes, the majority having budgets of less than \$1 million, with representation from diverse missions, locations and populations served. Since its inception, the Association has focused on the needs of its members with activities and services such as training, professional development, education, strategic learning, policy advocacy and partnerships

opportunities. In the past year, the Association has committed to reaching the broader Colorado nonprofit community (beyond members) to serve a wide variety of constituencies across locations, service areas, backgrounds, ages and other demographics.

Colorado Nonprofit Association’s public policy role expanded in the late 1990s when the organization influenced the defeat of a property tax amendment that would have been harmful

to Colorado nonprofits. The Association is the only organization influencing state and federal public policy on behalf of all Colorado nonprofits.

The Association has a 20-member board of directors and a 12-person professional staff. The operating budget is approximately \$2 million. For more information regarding Colorado Nonprofit Association, please visit <https://www.coloradononprofits.org/>.

### **The Opportunity**

There has perhaps never been a more exciting and challenging time for Colorado's nonprofit sector. The state's diverse population and rapid growth, the unparalleled challenges created by the COVID-19 virus globally, and since early 2020, a nationwide reckoning of racial injustices and backlash from political uprisings have impacted the cultures, missions, service delivery and financial viability of every nonprofit organization. The question for the Association is how to understand members' perspectives, honor individual experiences, support members in solving today's challenges, and prepare for and respond to an ever-evolving future. Among other challenges the sector is grappling with:

- Rapidly evolving expectations for services and impact;
- Generational transition among populations served, boards, volunteers and staffs;
- White Supremacy culture, systemic racism and structural oppression impacting the sector;
- Shifts in philanthropic and governmental funding priorities; and,
- Advancing justice, equity and inclusion work inside organizations and in their operating environments.

The last 18 months have underscored the need for the Association to pivot, shifting its strategies and tactics to double down on its commitment to serve as a member-centric organization. In conversations with nonprofit organizations (members and nonmembers), funders, and partners we are asking:

- How can we bring more value to your organization or your career?
- What does success look like for you?
- What are you missing today that would make you better tomorrow?

The Association has a bold vision that Colorado has the nation's most effective, vibrant and innovative nonprofit community that is essential to the quality of life in this state. This vision will only be achieved when the Association broadens and increases its value and support to nonprofit organizations and the sector's workforce statewide. The Association's services will reflect sector changes and trends including:

- Supporting nonprofits' effectiveness while navigating rapid and complex change;
- Developing programs, trainings and services centered on workforce stated need and priorities;
- Facilitating sector-wide conversations about justice, equity and inclusion within the sector;
- Connecting members with the Association and each other;

- Creating and curating accessible and relevant content; and,
- Elevating voices within the sector to influence policy and catalyze policy change.

### Candidate Profile

The Association seeks a CEO who is committed to a healthy, high-functioning, and effective nonprofit sector for the long term and will leverage their experience and passion to continue strengthening the sector’s impact statewide. This individual understands that mission, vision, strategy and culture must work in sync for the Association to successfully address the needs of its members. This person knows how to be a trustworthy collaborator and works to build effective relationships with members, stakeholders, partners, funders, board and staff. This leader has a track record of managing complex change and understands how a pivot in strategy fosters greater organizational effectiveness. This dynamic individual will ensure that nonprofit organizations and the nonprofit workforce have the influence, visibility and tools needed to create results to serve their communities and constituents. The successful candidate will possess demonstrated ability to learn, adapt and lead through change as the nonprofit sector recovers from the COVID-19 pandemic.



This individual will nurture a culture that is grounded in a shared vision, fosters vibrant teamwork, pursues quality and engenders mutual respect. This leader will champion diversity, equity, and inclusion and sustain an environment of belonging for members, staff and volunteers. This is a high profile, high energy position, requiring an individual who can be both a visionary leader and an effective manager to support the Colorado nonprofit sector’s impact.

- **Member Focused:** Champions effective and impactful membership programs that are market responsive and meet the evolving needs of the boards, staff and volunteers of Colorado nonprofit organizations. Passionate about exceptional relationship building and a compelling value proposition for every member.
- **Future Focused:** Responsible for the development and implementation of the Association’s strategic and annual operating plans, which define the Association’s future direction, financial sustainability and impact. Ensures quality, coordination and alignment of all programs, services, activities and initiatives. Assesses the organization’s business model with recognition that members are the heart of everything the Association does. Establishes metrics for performance and is responsible for the Association’s annual operating results and financial performance. Assesses organizational capacity to implement strategies, identifies gaps in systems and staffing, and develops plans for correction, contingency and succession; anticipates factors accelerating or hindering success. While the organization highly values collaboration, the CEO is ultimately responsible for organizational results.

- **Relationships:** Actively solicits the participation and involvement of others in accelerating the Association’s progress on its vision and mission. Builds effective and durable relationships that translate into long-term successful coalitions, collaborations, impactful partnerships and fundraising results. Delivers excellence through personal accountability, motivation and engagement.
- **Diversity, Equity and Inclusion:** Leads the organization’s commitment to being a nondiscriminatory and anti-racist organization. Recognizes the Association’s role in elevating and supporting a large, diverse and evolving ecosystem of nonprofit organizations statewide inclusive of vastly different missions, varied organizational histories and diverse audiences served.
- **Visionary & Coaching Leadership:** Works to strengthen and grow the talent of the Association through ongoing staff development. Recruits, develops and supports a strong and effective management team. Builds the bench strength of the organization and creates succession opportunities for staff. Manages, coaches and mentors staff.



- **Governance:** Works transparently and collaboratively with the Association’s Board to develop a bold and contemporary model of governance to develop the organization’s vision, strategy and culture. Works in partnership with the Board to identify and develop topics for Board education, review, discussion, input and action. Supports the Board’s growth as a strategic governing body, helps maintain an effective nominating process and provides thorough orientation for new Board members. Advocates and supports the Board’s self-study, evaluation and performance.

- **Fundraising:** Is excited about raising money and increasing the Association’s fundraising results. Has experience building durable and meaningful relationships with funders and prospects. Has had demonstrable success in raising funds from foundations, corporations and individuals. Understands the dynamics of an effective fundraising ecosystem. Develops and manages fundraising systems and donor stewardship to significantly increase fundraising and achieve financial goals, working collaboratively with board members, staff and other partners to execute and deliver results. Will be actively involved as a community leader building the Association’s reputation and visibility.
- **Advocacy:** Builds, maintains and leverages relationships with diverse partners and stakeholders including Association members, nonprofit organizations, community members, policymakers, businesses and other associations to collaboratively achieve desired policy outcomes. Engages in both proactive and responsive advocacy work in

service to the nonprofit sector. Serves as a go-to public policy resource and strategist for Colorado's nonprofit sector focusing on advocacy that accelerates nonprofit capacity to serve their communities.

- **Spokesperson:** Elevates the Association's presence and image statewide. Acts as the primary spokesperson serving as the organization's public face to the media, partners and a broad range of constituents – lifting up other voices as appropriate. Employs an inclusive, collaborative style of communication and is an authentic, active listener.
- **Steward:** Maintains accountability for the organization's overall operational, ethical and fiduciary integrity, within the guidelines and policies set by the Board and applicable laws and/or regulations.

### Qualifications

This is a high energy position for a dynamic, visionary leader who is excited about the potential of the nonprofit sector and its workforce to improve the quality of life for all Coloradans. Highly qualified candidates will have knowledge of and experience with the dynamic forces that are reshaping the nonprofit sector and the work of professional associations.



The successful candidate champions equity, authentic collaboration and has experience building durable relationships and teams inclusive of many different perspectives and lived experience.

This individual will demonstrate a career path of progressive leadership and management experience in the nonprofit, association, corporate and/or government sectors. They have



experience leading and directing complex organizations with varied internal and diverse external constituencies. The ideal candidate will have a background that includes high-level decision-making and implementing promising organizational practices.

This individual is results and growth oriented and will demonstrate success in operating a financially sustainable organization. This executive has experience mentoring teams and refining structures and systems to support an organization's operating results.

A proven track record in managing fundraising systems and raising private contributions is necessary.

Candidates should demonstrate the ability to operate effectively and collaboratively within nonprofit governing environments.

Ideally, this individual has experience working in organizations that engage volunteers, and in organizations that serve a statewide or multi-jurisdictional audience.

As the key spokesperson for the Association, this individual must have the ability to tailor written and verbal communications to all audiences, is a compelling and persuasive public speaker and is a reliable and trusted representative for media and other public presentations.

### **Colorado Nonprofit Association's Equal Employment Opportunity Statement**

Colorado Nonprofit Association is dedicated to the principles of equal employment opportunity to all individuals based on job related qualifications and ability to perform a job, without regard to race, creed, color, ethnicity, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, physical or mental ability, veteran status, military obligations, marital status, genetic information or any other applicable status protected by state or local law. It is our policy to maintain a non-discriminatory environment free from intimidation, harassment or bias based upon these grounds. This includes unlawful harassment based on any of these protected classes. Unlawful harassment includes verbal or physical conduct which has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment. This policy applies to all employees, including managers, supervisors, co-workers, and non-employees such as customers, clients, vendors, consultants, etc.

### **Compensation and Benefits**

The salary range for this position is between \$145,000 and 175,000 and will be commensurable with experience. Colorado Nonprofit Association offers a comprehensive benefits package, including but not limited to 11 paid holidays, vacation and health leave, group health and dental, as well as a 403b plan.

To apply, please submit a current resume and letter of introduction, as soon as possible, to Kittleman & Associates, LLC at <https://bit.ly/3dUp5ZR> (click on the Apply button at the bottom of the page).